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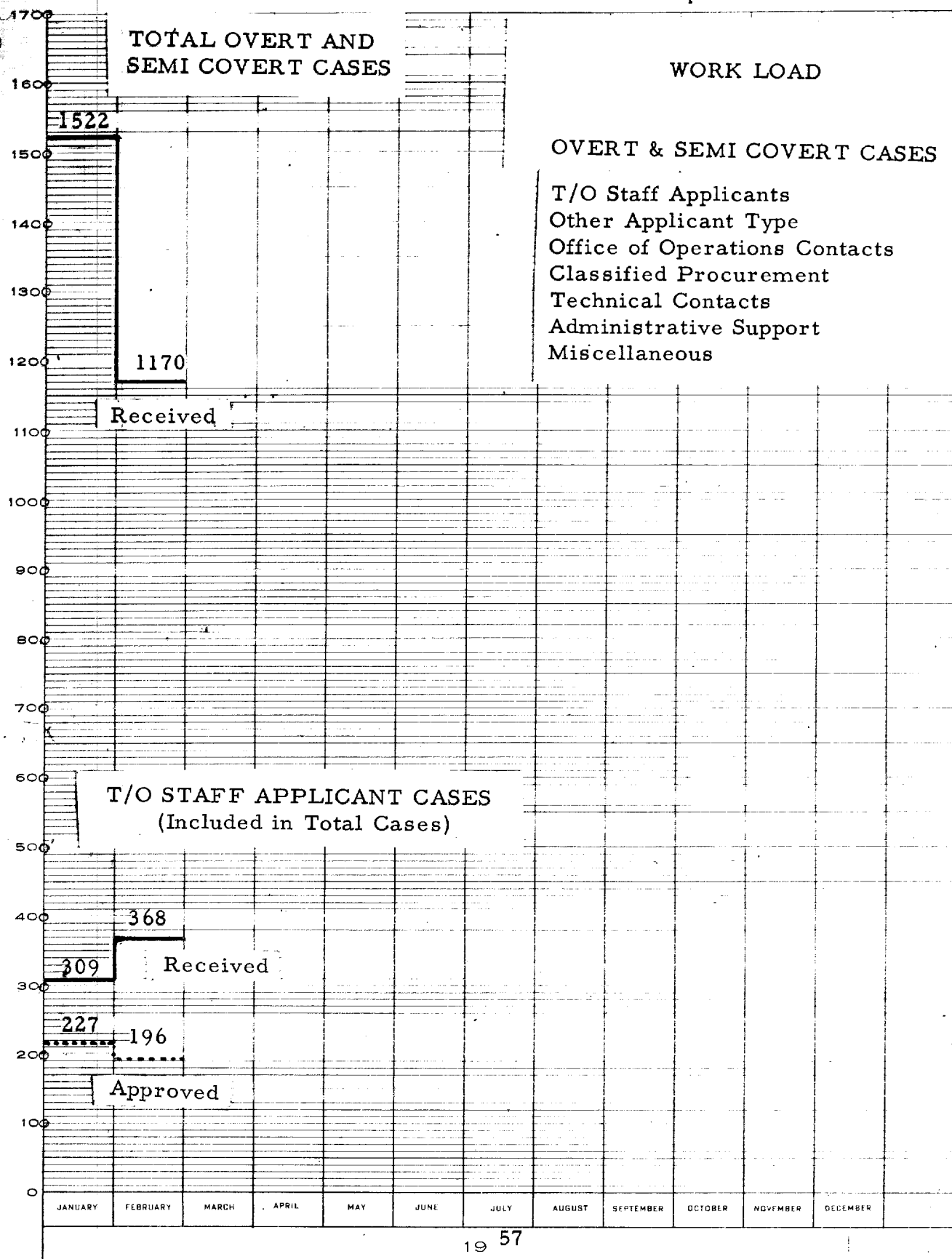


Chart #1

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TAB

OFFICE OF SECURITY

STATUS OF FIELD ACTIONS ON OVERT & SEMI-COVERT CASES

Month of February 1957

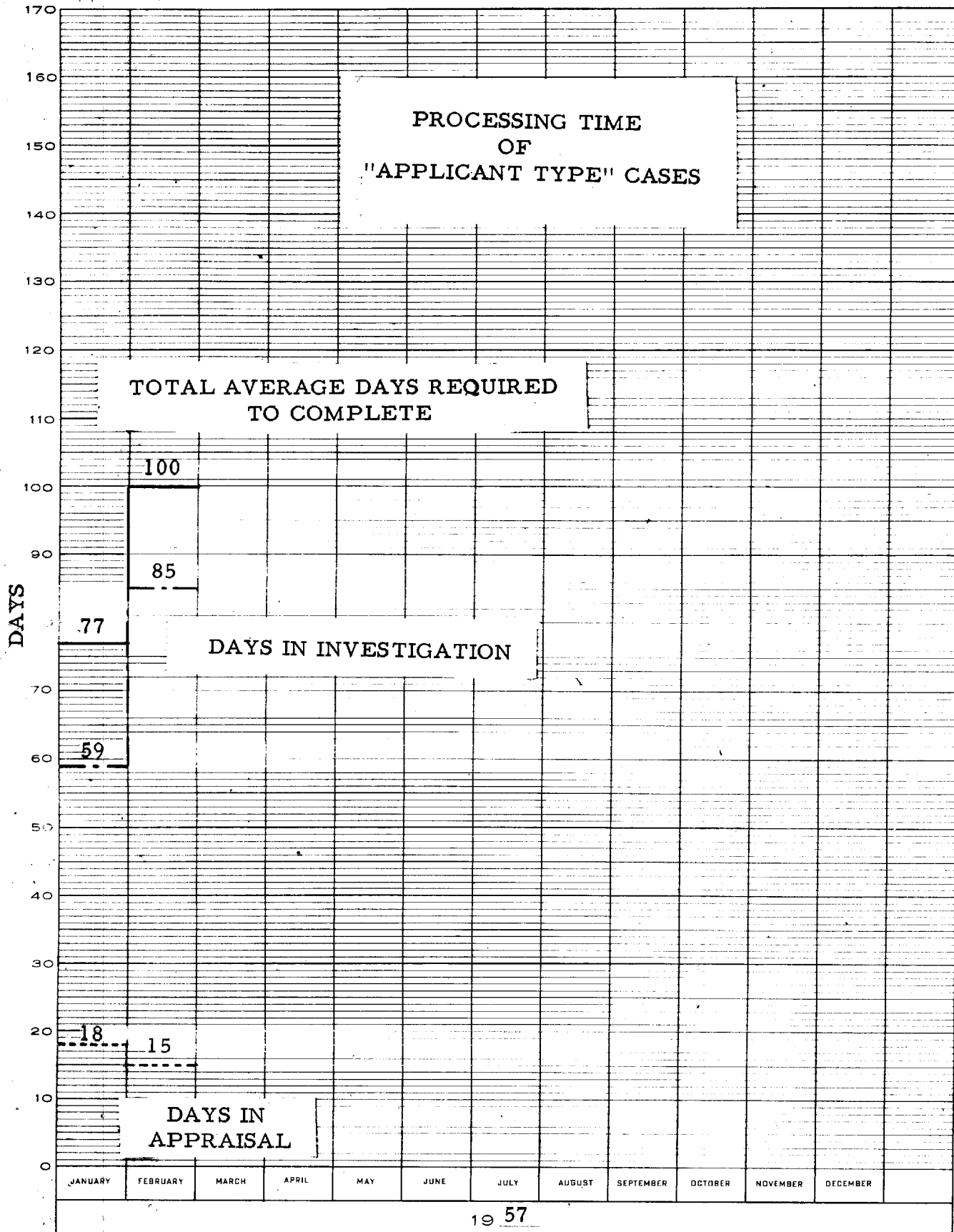
FIELD ACTIONS OR ASSIGNMENTS OF CASES SHOWN IN TABLE " "	PENDING Beginning of Month	RECEIVED During Month	COMPLETED During Month	PENDING End of Month
Field Office for full field investigation	947	592	450	1089
DFO for Name Checks Only	671	510	377	804
Unassigned				
Other				
TOTALS	1618	1102	827	1893

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Chart #2



TAB

OFFICE OF SECURITY

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

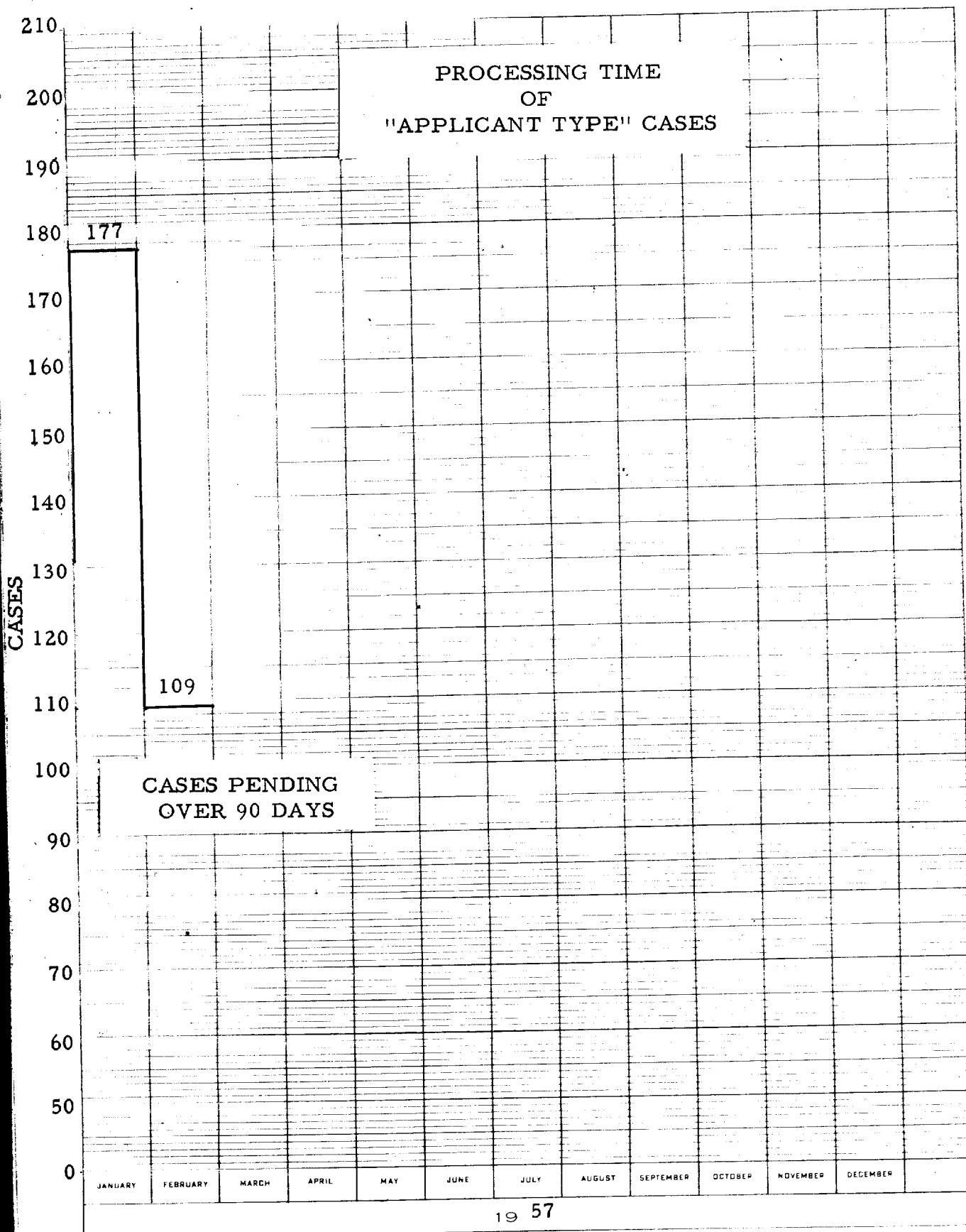
Month of February 1957

1. PROCESSING TIME (For <u>218</u> Regular Cases)			
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of Days):	DAYS in INVESTIGATION	DAYS in APPRAISAL	TOTAL DAYS
	85	15	100

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	15
b. 31 to 60 days	3
c. 61 to 90 days	39
d. 91 to 120 days	110
e. 121 to 150 days	46
f. over 150 days	5

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	2	109
	Total 2	109

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OFFICE OF SECURITY

CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES

Month of February 19 57

ACTIVITY		ACTIONS
1. Requests for CIA record checks received from other agencies		2552
2. Security files reviewed in response to other agency requests (Requests pending over 10 days <u>908</u> )		146
3. Employee interviews (Returnees, Resignees, Official Travelers and Special)		515
4. Employees' transfer and reassignment actions reviewed		496
REQUESTS FOR APPROVAL OF:	Disapproved	Approved
	0	216
	0	17
	0	17
	8	517
	2	140 *

\* 2 of these approvals were [REDACTED] briefings

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TRAINING ACTIVITIES

1. Security personnel receiving training during month 80

2. Agency Security Indoctrination group lectures given 4

(Attendance 150)

3. Office of Security man-hours devoted to training 3,568.

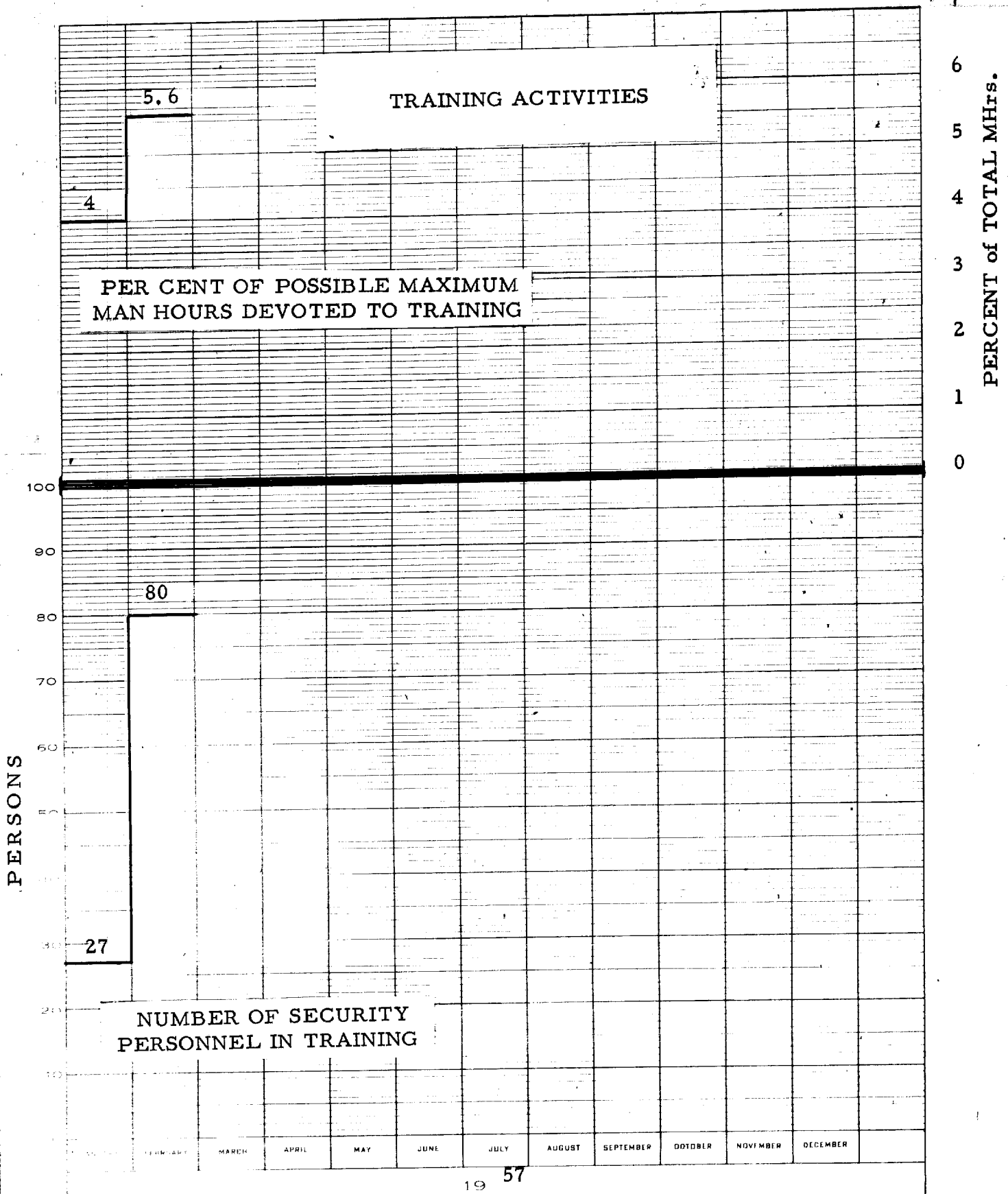
4. Office of Security maximum possible man-hours in month 63,200.

5. Percentage of maximum possible man-hours devoted to training 5.6%.

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Chart #5

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(When filled in)

OFFICE OF SECURITY

PHYSICAL SECURITY ACTIVITIES

Month of FEBRUARY 1957

ACTIVITY	NUMBER
1. Security violations investigated and charged (Open safes, etc.)	25
2. Other security violations investigated and reported (Lost documents, etc.)	10
3. Night security inspections of offices by NSOs	51
4. Other security matters handled by NSOs after hours	1284
5. Counter audio surveillance inspections	2
6. Physical security surveys	6
7. Safe combinations changed	424
8. Safes repaired	467
9. Identification processes performed	212
10. Regular, Limited and Special badges issued	765
11. Visitor Passes issued (Total)	8021
General	4770
Applicants	1443
Forgotten badges	471
Deliveries, etc.	1337
12. Classified waste collected and destroyed (pounds)	149,270
13. Armed escort of classified material (domestic trips) (Man-hours expended <u>45</u> )	10
14. Safety inspections, investigations & miscellaneous safety actions* 4730 Booklets and posters re safety distributed.	95

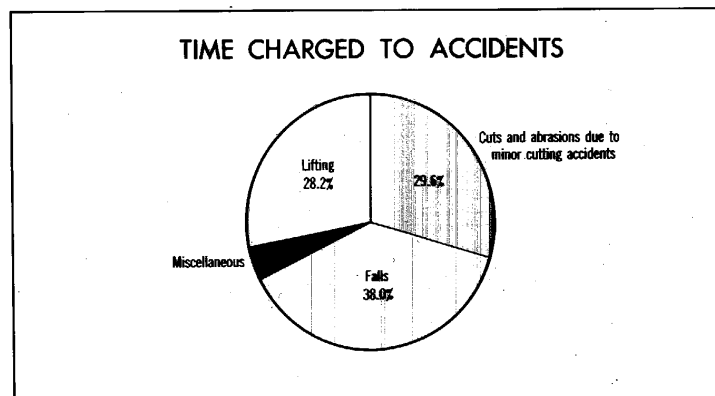
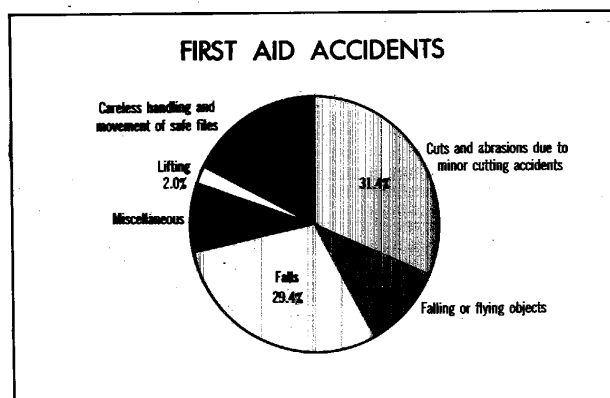
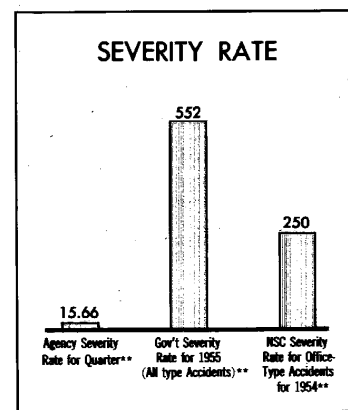
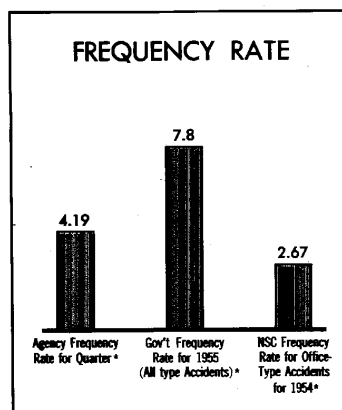
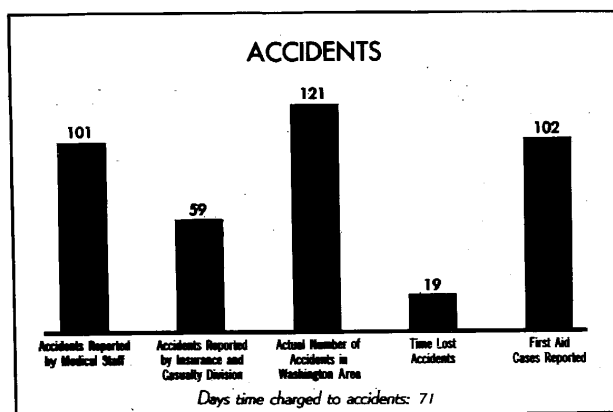
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## ACCIDENT STATISTICS FOR HEADQUARTERS AREA

### Fourth Quarter—October, November, and December, 1956



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\*Accident Frequency Rate

Number of accidents x 1,000,000  
Number of man-hours worked\*\*\*

\*\*Accident Severity Rate

Number of days time lost due to accidents x 1,000,000  
Number of man-hours worked\*\*\*

\*\*\*Number of man-hours worked is an approximate figure.

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ACCIDENT STATISTICS FOR HEADQUARTERS <sup>(1)</sup> AREA

FOURTH QUARTER - OCTOBER, NOVEMBER, & DECEMBER, 1956

<u>Accidents Reported By Medical Staff</u>	<u>Accidents Reported By Insurance And Casualty Division</u>	<u>Actual No. of Accidents In Washington Area</u>	<u>Time Lost Accidents</u>	<u>Days Time Charged to Accidents</u>	<u>First Aid Cases Reported</u>
101	59	121	19	71	102
<u>Agency Frequency Rate For Quarter*</u>	<u>Gov't Frequency Rate for 1955 (All type Accidents)*</u>	<u>NSC Frequency Rate for Office-Type Accidents For 1954*</u>	<u>Agency Severity Rate For Quarter**</u>	<u>Gov't Severity Rate for 1955 (All type Accidents)**</u>	<u>NSC Severity Rate for Office-Type Accidents For 1954**</u>
4.19	7.8	2.67	15.66	552	250

<u>First Aid Accidents</u>		<u>Time Charged to Accidents</u>	
<u>Type</u>	<u>Percent</u>	<u>Type</u>	<u>Percent</u>
Cuts and abrasions due to minor cutting accidents	31.4	Falls	38.0
Falls	29.4	Cuts and abrasions due to minor cutting accidents	29.6
Careless handling and movement of safe files	17.6	Lifting	28.2
Falling or flying objects	10.8	Miscellaneous	4.2
Miscellaneous	8.8		
Lifting	2.0		

(1) These statistics do not include any accidents other than those in the Washington area.

\* Accident Frequency Rate -  $\frac{\text{Number of accidents} \times 1,000,000}{\text{Number of man hours worked***}}$

\*\* Accident Severity Rate -  $\frac{\text{Number of days time lost to accidents} \times 1,000,000}{\text{Number of man hours worked***}}$

\*\*\* Approved For Release 2000/04/14 : CIA-RDP78-04004R000100160004-6

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